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EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

Ull 75-0672  
OMB

March 27, 1975

MEMORANDUM FOR LEGISLATIVE LIAISON OFFICERS

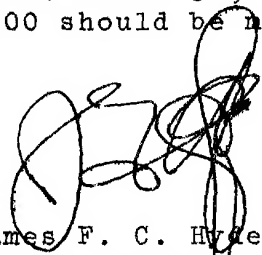
SUBJECT: Improved handling of mail relating to  
legislative proposals

In order to avoid misrouting and delays in receipt and action on legislative proposals, reports and testimony, we request that mail be addressed to the attention of Miss Martha Ramsey, Room 7201, New Executive Office Building. She will see that the document gets to the appropriate legislative analyst for action. Material requiring urgent or special handling may be sent directly to the appropriate legislative analyst if circumstances warrant it.

We also request your cooperation in adhering to the following procedures:

- (1) Send two copies of letters on enrolled bills. Also, Circular A-19 requires that enrolled bill letters be signed by a Presidential appointee.
- (2) Circular A-19 requires that at least six copies of proposed legislation, reports, or testimony be furnished to OMB. It further requires that where wide circulation or expedited action may be required, agencies consult in advance with LRD staff as to the number of copies to be supplied. When one report or agency views letter covers more than one bill, send one additional copy for each bill.
- (3) Transmittal letters should clearly identify by bill number or, in the case of draft bills, by title, the bills covered in reports and views letters.

Attached, for your information, is a copy of Legislative Reference Division professional staff assignments, telephone numbers and room numbers. Effective March 31, 1975 telephone inquiries formerly made to 395-3900 should be made to Miss Ramsey's staff on 395-3230.



James F. C. Hyde  
Acting Assistant Director  
for Legislative Reference

LEGISLATIVE REFERENCE DIVISION

		Telephone Extension	Room
Assistant Director for Legislative Reference		395 - 4864	262 EOB
Deputy Assistant Director .....	James F. C. Hyde, Jr.	4700	7202 NEOB
Chief, Resources-Defense-International Branch .....	James F. C. Hyde, Jr.	4700	7202
Minerals, recreation, public lands, agriculture .....	Ronald K. Peterson	4606	7202
Energy, environment, water resources .....	James M. McCullough	3386	7202
Defense, international, trade .....	George R. Gilbert	4710	7202
Chief, Business-General Government Branch ...	William V. Skidmore, Jr.	4870	7220
Justice .....	William V. Skidmore, Jr.		
Tax, antitrust, Treasury, banking.....	Jay P. Brenneman	4874	7220
Transportation .....	Janet M. Fox	3802	7220
AEC, NSF, GSA, D.C., Commerce .....	Ina Garten	3856	7220
Chief, Labor-Welfare-Personnel Branch .....	Naomi R. Sweeney	3881	7208,
Health, Social Security, Veterans .....	James W. Stimpson	3736	7208
Education, Civil Service, Labor standards	Ralph N. Malvik	4702	7208
Manpower/unemployment, Welfare, Housing...	Jeffrey A. Weinberg	4860	7208
Special Assistant .....	Anne P. Parshall	4910	7201
Supervisor, Legislative Information Center ..	Martha R. Ramsey	4812	7201
Legislative Information Center Staff .....		3230	7201
Mailing Address: Legislative Reference Division Office of Management and Budget Room _____, New Executive Office Building Washington, D. C. 20503			